

## **HOW PROPERTY OWNERS FORM AN ALLEY IMPROVEMENT ASSESSMENT DISTRICT**

### **Brief Outline of the 1913 Improvement Act/Proposition 218**

- Step 1      Property owner or interested party contacts the City concerning improvements to the alley, sidewalk, street and/or the curb and gutter.
- Step 2      The City sends a petition package to the party interested in the proposed improvements.
- Step 3      Once the petition is signed by property owners representing two-thirds of the acreage in the district, the petition is returned to the City.
- Step 4      After receiving the signed petitions the City conducts the study. Each affected property owner is notified by mail as to the estimated project cost and an estimate of their prorated share. Each mailing will have a City addressed postcard where the property owner can indicate whether they support or oppose the project. The property owner mails the postcard back to the City for tabulation.
- Note:* The postcard survey is only an indication that the property owners want the City to continue the process. It does not commit the property owners to finance the project.
- Step 5      If the postcard survey indicates that property owners representing two-thirds of the affected acreage still support the project, the proposed project is submitted to City Council for authorization to create an Engineer's Report.
- Step 6      As directed by City Council, the Assessment Engineer prepares an Engineer's Report that describes the scope of work and the estimated assessment for each property.
- Step 7      City Council adopts the Engineer's Report, adopts a resolution of intent to form an assessment district and sets a public hearing date.
- Step 8      Each affected property owner is notified by mail of the public hearing and provided with a ballot. This notice is also published in the local newspaper.
- Step 9      City Council conducts the public hearing. At the public hearing, the ballots are tabulated. If property owners representing more than 50 percent of the ballots received vote for the district, the project may proceed forward. Each ballot is weighted in accordance with the relative financial obligation of the respective property.
- Step 10     City Council may approve the assessment district at which point the assessments are confirmed and recorded. Each affected property owner is notified by mail and given the option to pay off the assessment or to finance the assessment over a period of several years. Financed amounts are collected annually as part of property tax bills.

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